

## **CITY OF BARNWELL HOSPITALITY TAX GRANT APPLICATION**

**APPLICATIONS MUST BE RECEIVED BY August 15 of each year.**

The City of Barnwell is accepting applications from organizations and entities to host events between October 1 to September 30. The City anticipates being able to support only a limited number of events and is prioritizing reoccurring or annual events. Please review and complete the full application packet prior to submitting an application. Late submissions will not be accepted. Council will award grants on or by September 30.

To apply for a grant:

1. **Complete and sign the Hospitality Tax Grant Application.** Incomplete applications will not be evaluated.

2. **Provide the following required attachments:**

- Letter from IRS confirming nonprofit status OR confirmation of registration with the South Carolina Secretary of State as a nonprofit organization OR charitable purpose
- Letter from organizers describing organization/structure of entity
- Copy of liability insurance, or letter of intent to obtain insurance (if using City property)

3. **Submit of the application and attachments to:**

E-mail: Kevin Roberts, Director of Parks, Recreation & Tourism  
kroberts@cityofbarnwell.com

Mail: City of Barnwell

Hospitality Tax Grant Application

PO Box 776

Barnwell, SC 29812

Hand delivery: Barnwell City Hall

Attn: Kevin Roberts

130 Main St. Barnwell, SC 29812

**For questions regarding the application process, please contact Kevin Roberts:  
803-259-3317 / [kroberts@cityofbarnwell.com](mailto:kroberts@cityofbarnwell.com)**

## **HOSPITALITY TAX EVENTS GRANT PROGRAM OVERVIEW**

### **PURPOSE**

The purpose of the Hospitality Tax Events Grant Program is to improve the quality of life and draw more visitors to Barnwell through:

- Advertisement, marketing, and promotion of events and other tourism related development
- Attract tourism leading to dining at restaurants and other eating/drinking establishments in Barnwell
- Support and highlight the City's historic and cultural venues, recreational facilities, and events

### **PROCESS**

Eligible entities will complete an application during the summer for the proceeding federal fiscal year. The City will advertise the solicitation of applications and ensure entities that have hosted events in the City previously are aware of the program. Applications will be due by August 15 each year. The applications will be evaluated by staff and committee and a recommendation will be presented to Council for awards.

Staff will consider the following when evaluating requests:

- The degree to which the organization, program, project, or event is likely to draw diverse visitors to the City.
- The impact of the organization, program, project, or event has on the quality of life for City residents.
- The expected direct economic impact of the organization, program, project, or event.
- The impact of the event on the image and marketing of Barnwell as a dynamic and appealing community.
- The prior success and managerial track record of sponsoring organization.
- The degree to which the organization, project, program, or event is supported by other community partners. Applications should reflect financial support from other local partners – Hospitality tax grants cannot be the sole local fund source for any organization project, program, or event.
- The completeness of the application information (including reporting on prior year results for those who received funds in prior year).

### **ENTITY ELIGIBILITY**

Non-profit organizations and organized entities would be eligible to receive grant funding. To ensure eligibility, applicants will need to provide either a letter from the IRS confirming

nonprofit status, confirmation of registration with the South Carolina Secretary of State's Office as a nonprofit organization, or other documentation. Entities that are not formal non-profit organizations but serve a charitable purpose will be asked to submit a letter from its organizers detailing its purpose, structure, and other information. Grant funding will be available only for events located within Barnwell city limits.

## **GRANT AWARDS**

Grants will be awarded in-whole or in-part based upon funding availability. These grants will be primarily reimbursable awards, where recipients would submit documentation after the event to receive City funding. Entities would be eligible for an award set by council, with a maximum award of \$2,500 per grant cycle.

Expenses must be directly in support of one of the six (6) purposes of hospitality tax funding under S.C. Code 6-1-730:

1. Tourism-related building, including, but not limited to: civic centers, coliseums, and aquariums and/or
2. Tourism-related cultural, recreational, and historic facilities; and/or
3. Beach access and re-nourishment; and/or
4. Highways, roads, streets, and bridges providing access to tourist destinations; and/or
5. Advertising and promotions related to the development of tourism; and/or
6. Water and sewer infrastructure to serve tourism-related development

Examples of generally **eligible expenses** are:

- Advertising, Marketing and Promotions
- Entertainment/Speakers/Guest Artist
- In-Kind Municipal Services/Security
- Infrastructure Improvements

Examples of **ineligible expenses** include:

- Any rentals
- Items given to tourist once they are here (t-shirts, cups, trophies... etc.)
- Insurance or licenses, invoices outside the funding year, salaries
- Transportation or accommodations
- Food or beverages

- Decorations, staging or fencing

Knowing that not all organizations may be able to float certain expenses or to help develop new events, the City may authorize seed funds to qualified entities of up to 50% of the total grant award. Seed funds are funds provided prior to the event for deposits, marketing, and other upfront costs. Seed funds will be made available on a case-by-case basis as determined by the following criteria – amount requested, event history/past performance, and other factors.

## **REPORTING REQUIREMENTS**

Each grantee will be required to submit a final project report along with its reimbursement request. The report must include:

- Number of people that attended the event
- Number of attendees from outside the City of Barnwell
- How the attendance number was determined (i.e. sign-in log, zip code request, etc.)
- Copies of all advertisements or promotional materials associated with project
- Up to five (5) photographs of the project/event, including one photo exhibiting acknowledgment of the City of Barnwell through receipt of Barnwell Hospitality Tax Funds
- Additional information as requested by the City which can be reasonably obtained

Grantees that fail to provide a final project report will not be reimbursed for covered expenses and will become ineligible for additional funding for a time period specified by the City.